# UNIVERSITY OF LETHBRIDGE

# POSITION CLASSIFICATION QUESTIONNAIRE (PCQ)

**DATE**:

**POSITION TITLE:**

**DEPARTMENT:**

**EMPLOYMENT CATEGORY:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Summary**

In 250 words or less, please describe the main function(s) or purpose of your job – “why the job exists: The detail of the job duties and responsibilities will go on Page 2 under “Major Duties and Responsibilities”

**SIGNIFICANT CHANGES SINCE LAST REVIEW**

Please describe any significant changes to the job since it was last evaluated, including;

* Any responsibilities added or deleted since the last evaluation;
* The nature of or the business reason for the added or deleted responsibilities

*HELPFUL HINT: When updating an existing PCQ, it is very helpful to use the current Position Description Questionnaire as a starting point to show the changes to the job, rather than recreating a new document from the beginning*

**MAJOR DUTIES & RESPONSIBILITIES**

List the Major Duties and Responsibilities which make up your job and indicate the percentage of time devoted to each duty on a yearly basis (total must be 100%). Please provide detail and examples. Please list the duties and responsibilities listed in order of importance, or percentage of time spent, with the most important listed first.

**\*\*This is a critical portion of the PCQ, and must be filled out completely\*\***

HELPFUL HINT: It is understood that some duties may be done in cycles throughout the academic year. To determine the percentage of time spent on each activity, review and assess all duties and activities throughout the year.

|  |  |
| --- | --- |
| **Major Task** | **Percentage of Time (%)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Special Features and SCOpe of Job

This area documents specific attributes of the job that may have not been covered in other areas of the questionnaire;

*HELPFUL HINT: Review what you have written in the questionnaire so far. Will it convey the unique attributes or the “flavor” of the job to the reader?*

1. Please indicate any special assignments that this position participates in as a regular part of the job,
2. Please indicate any committees, either within or external to the University, that this position is required to participate in as a regular part of the job,
3. Please indicate how many direct reports or indirect reports (if any) this position has?
4. What level of budgetary signing authority does this position have?
5. What is the most difficult part of the job?

**JOB QUALIFICATIONS**

1. Please check the box which indicates the Minimum Qualification Required for Education/Training and Experience needed for performing the job.

*HELPFUL HINT: This section requires objectivity and requires information on what levels of education and years of experience, and/or specialized training is required to competently perform this job at a proficient level. This is a very important area that is also used for creating job postings for hiring purposes.*

|  |  |
| --- | --- |
|  | **Minimum Related Experience** |
| **Minimum Education** | *0-1 Year* | *1-2 Years* | *2-4 Years* | *4-7 years* | *7+ Years* |
| *Some High School*  |  |  |  |  |  |
| *High School Diploma* |  |  |  |  |  |
| *2 Year College Diploma* |  |  |  |  |  |
| *3 Year College Diploma* |  |  |  |  |  |
| *Bachelors Degree* |  |  |  |  |  |
| *Post Graduate Diploma* |  |  |  |  |  |
| *Master’s Degree* |  |  |  |  |  |
| *Doctorate Degree* |  |  |  |  |  |

PLEASE SPECIFY THE TYPE OF DIPLOMA / DEGREE (including major and minor areas of study):

**Other Specific Qualifications**

1. Are additional professional designations or other certifications, licenses or registrations required for the job?

 None

 Yes, please specify below:

1. What other special qualifications does this job require?

Example: Attention to detail, strong communication skills, negotiation skills,

**ORGANIZATION CHART: \*\*Use Position Titles Only Please**

Next Level Supervisor Title:

Title of Immediate Supervisor of this Position:

**Supervision Detail**

How is Supervision Exercised?

1. Does this position have full accountability for hiring and termination decisions?
2. Does this position have task delegation and task supervision only?
3. Does this position have formal responsibility when supervisor is absent?

Titles of Positions that this Position Supervises:

Title of this Position:

Other Titles that Report to this Position’s Supervisor:

 **Freedom to act / decision making**

1. List and describe up to 4 typical decisions the job incumbent makes **without** first consulting a Supervisor.

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

1. List and describe up to 4 typical decisions that it is **necessary to consult or seek approval** from someone (i.e. Supervisor).

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

## Problem Solving

What are the expectations of this position when there is a situation you have not come across before? Please mark one box for each expectation (i.e. you cannot check both ‘almost never’ and ‘often’ for one expectation): Please provide relevant job specific examples.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Expectations*** | **Almost Never** | **Once in a While** | **Often** | **Most of the time** | **Please provide an example of a relevant challenge or problem for each expectation** |
| Ask my supervisor |  |  |  |  |   |
| Ask co-workers for help |  |  |  |  |   |
| Read manuals, procedures, etc., and figure out what to do |  |  |  |  |   |
| Decide with my supervisor what to do |  |  |  |  |   |
| Decide what to do based on my previous experience as well as checking guidelines and procedures |  |  |  |  |   |
| Get advice with problems from other sources. (Professional resources) |  |  |  |  |   |
| Other – please specify |  |  |  |  |   |

**CONTACTS & COMMUNICATION**

1. **INTERNAL**

|  |  |
| --- | --- |
|  |  |
|  | This position requires me to exchange information with other employees of the organizatione.g. contact updates |
|  | This position requires me to consult with and/or coordinate activities with other employees of the organizatione.g. administrative support for programs |
|  | This position requires me to give professional advice or direction to other employees of the organization. There is an element of persuade, influence and some negotiation in this level, but it is not a regular activity |
|  | This position requires me to persuade, influence and/or negotiate with other employees of the organization |

**Provide Examples of the contacts – Please use job titles only, not individual names**

1. **EXTERNAL**

|  |  |
| --- | --- |
|  |  |
|  | This position does not require me to have any external contacts |
|  | This position requires me to exchange information with external contactse.g. verifying contact information |
|  | This position requires me to consult with and or coordinate activities with external contacts |
|  | This position requires me to give professional advice or direction to external contacts. There is an element of persuade, influence and some negotiation in this level but it is not a regular activity |
|  | This position requires me to persuade, influence and/or negotiate with external contacts |

**Provide Examples of the contacts – Please use job titles only, not individual names**

**WORKING CONDITIONS**

Varying amounts of physical effort, sensory and mental attention are required for different duties in your job. Please check the appropriate box and provide explanations using relevant job duties in the space provided below each table.

## Physical Effort

Check the ONE box that best describes the level of physical effort required to do your job.

|  |  |
| --- | --- |
|  | 1. Duties involve limited or no exertion of physical effort |
|  | 2. Duties involve periodic exertion of physical effort  |
|  | 3. Duties involve sustained exertion  |
| Please provide examples of nature of physical effort relevant to your job duties: |

##  Mental and Sensory Attention

Check the ONE box that best describes the level of sensory attention required to do your job.

|  |  |
| --- | --- |
|  | 1. Basic requirements including reading, writing, listening |
|  | 2. Periodic reading/monitoring of video screens, or periodic work in very bright or dim areas, periodic intense listening required, such as taking minutes |
|  | 3. Sustained reading/monitoring of video screens (more than 30 minutes without interruption) or sustained work in very bright or dim areas, or sustained active listening required for counseling, negotiating or conflict resolution |
| Please provide examples of mental and sensory attention relevant to your job duties: |

## Physical Environment

Check the ONE box that best describes the physical environment of your workspace.

|  |  |
| --- | --- |
|  | 1. Typical indoor office environment  |
|  | 2. Periodic exposure to unpleasant conditions, (such as dust, moisture, extreme temperature, requirement to wear protective clothing, emotionally charged situations, noise or interruptions) as a regular or recurring part of the job |
|  | 3. Duties involve extensive exposure to unpleasant conditions. |
| Please provide examples of the physical environment relevant to your job duties: |